



Housing and Neighborhood Development Department

Process and checklist for the Small & Simple Grant

The revised Small and Simple Grant provides neighborhoods with the opportunity to build community and does not require a match component. The maximum amount that can be requested annually is \$500.00. The application ask for pertinent neighborhood information, a one page narrative and a budget sheet.

Once the Small and Simple Grant application is approved by HAND, you will need to secure appropriate approvals from City Departments as needed. A funding agreement will be executed between the HAND Department and the neighborhood. Once the signatures are in place the neighborhood can start their project.

The City can only use approved vendors, HAND will work with the neighborhood on how to purchase the items for the grant.

Checklist

- ☐ Fill out the basic information for the grant.
- ☐ Provide the budget for your project, please list of all the purchases being made for your project. Please identify the source of the funding for each item, either the City of Bloomington funding, neighborhood funding or partnering organization.
- ☐ One page narrative, in a one page narrative please include the following information.
 1. Description of the project.
 2. Include participating organizations.
 3. Volunteer and community involvement.
 4. Timeline and date of the project.
 5. How will this project benefit the neighborhood?

Contact Vickie Provine at provinev@bloomington.in.gov or call 812-349-3505 for more information.

City of Bloomington Housing and Neighborhood Development



Small and Simple Projects Fund

2019 Application Granting Process

The **Small and Simple Grant Fund** provides neighborhoods with the opportunity to initiate projects that require \$500.00 or less. If you have an idea of what you would like to do in your neighborhood, contact us to explore the opportunities for funding.

1. There are no application dates for the new Small & Simple Grant! HAND will be open to applications during 2019 until the funding has been depleted. If the application process has to be closed, it will be announced in “THE HAND UPDATE”

2. Notification. Applicants are notified of award decisions and specific conditions, if any, that needs to be met before a contract is executed.

3. Contracting. Once a contract between the neighborhood organization and the City is finalized and signed, authorizing the project to begin. *Until the Funding Agreement is signed by all parties, the City has no responsibility to reimburse the organization for any expense incurred before the Agreement is in place.*

Awards cannot be used to:

- Pay for out of City travel expenses.
- Pay for food, beverages, and /or catering services.

Competitive Rating Process

Your application will be reviewed and rated.

Awards are based on:

1. Project Quality. Project is well planned and ready to proceed.
Budget is realistic and well thought out.

2. Neighborhood Participation. Application demonstrates significant neighborhood involvement in selecting, planning, and carrying out the proposed project.

3. Community Benefit. Project activities are a good approach to a recognized neighborhood issue.

Eligible Applicants

- With a majority of its members residing or doing business in a commonly recognized neighborhood; (and)
- That may include representatives from churches, schools, businesses, and other institutions operating in that neighborhood, as well as residents.

Who is not eligible to apply?

- single businesses
- single institutions
- single government agencies
- political groups
- individuals
- single religious organizations

Eligible Projects

In the formation of your project, you must keep in mind that the basis for the **Small and Simple Funds** is to promote neighborhood community building activities that demonstrates a neighborhood benefit.

Your project must be completed by the required date and require \$500.00 or less from the Small and Simple Projects Fund. The City cannot reimburse you for costs incurred ahead of contract.

- **Neighborhood Physical Improvement Project** - Build or enhance a tangible (physical) improvement in your neighborhood.
 1. Provide proof of the property owner's permission to construct your proposed improvement.
 2. Include information on how ongoing maintenance will be provided.
- **Neighborhood Non-Physical Improvement Project** - Examples: One-time events such as special celebration, training session or educational campaign or community workshop. Of course, funds cannot be used for political campaigns.
 1. Provide the start date, end date, and location of the proposed project.
 2. Provide proof of the property owner's permission to use the property for this purpose.
- **Partnership Projects** - Pilot or start-up program that demonstrates benefits to the immediate neighborhood and those individuals involved in the partnership. Examples of partners; public school, day care facility, elderly residents, and social service agencies.
- Cash awards to participants are not allowed. It is allowable to pay for labor and services.

No Neighborhood Match for this grant!

Budget Instructions

- Please provide an information sheet to list all the purchases being made for the project. Please identify the source of funding for each item, either the City of Bloomington funding or through in-kind funds from the neighborhood or partnering organization.

Requirements

- The neighborhood will be awarded a Funding Agreement with amount of the award along with specification of activities to be preformed. Any expenditures will not be allowed before the date of the Funding Agreement.
- Neighborhood is responsible for a final report that includes the following: one page summary of the project and pictures of the project.
- There must be a Release, Hold-Harmless and Indemnification Agreement signed and dated for each volunteer listed on Volunteer Hours Computation Sheet on the final report. If the volunteer is a minor under the age of 18, the parents must sign the Agreement.
- If the neighborhood is going to encounter a problem with completion of the project after the stated time in the Funding Agreement, the neighborhood must contact the HAND office for an extension.

All promotional pieces which receive any funding through this grant program must include the following mandatory grant identification statement: “Funding provided in part through the City of Bloomington’s Housing and Neighborhood Development Department Small and Simple Grant Program.”

Small and Simple Grant Fund 2019 Application

Application Organization_____

Partnering Organization(s) _____

Project Contact Person_____

Mailing Address_____

Daytime telephone number_____

Email_____

Project Name_____

Project Location_____

Neighborhood_____

Amount Requested_____

(Amount has to be \$500.00 or under)

Budget Instructions

Attach an information sheet that list all the purchases being made for the project. Please identify the source of funding for each item, either the City of Bloomington funding, from the neighborhood or partnering organization.

One-Page Narrative

In a one page narrative include the following information; description of the project including participating organizations, volunteer and community involvement, timeline and date of the project and how the project will benefit the neighborhood.